
2. GENERAL POLICIES

2.01 Dwelling Unit Equivalent Transfer Policy

In the event that DUE's are established and utilized as a basis for development within the District then a policy of approving or disapproving transfers of available dwelling unit equivalents (DUE's)¹ between parcels is as follows: Such transfers may be approved by the Board of Directors only when all of the criteria stated herein are satisfied.

- Each application for transfer of DUE's shall be in writing and shall be signed by the owner(s) of the affected real property and shall be accompanied by a map describing the general location of the affected parcels.
- The parcels involved in the proposed transfer, both transferor and transferee parcels, shall be in common ownership, with evidence of ownership accompanying the application.
- Transfers of DUE's shall be permitted only between parcels both located within a given sub-watershed service area of sufficient size to handle the total number of DUE's, without regard for allocation of DUE's between parcels. Nothing herein is intended to increase the number of DUE's available within a given sub-watershed service area of the District.
- Each transfer of DUE's shall be for a use which is consistent with applicable zoning requirements imposed by the appropriate land use regulatory agency and no DUE's shall be transferred without prior approval of the appropriate land use regulatory agency for the area within which the parcels involved in the proposed transfer are situated. The applicant shall file with the appropriate land use regulatory agency for the proposed use prior to making application to the District for transfer of DUE's.
- No approval of transfer of DUE's shall give any vested right to any number of DUE's which is not consistent with the land use density as approved by the appropriate land use regulatory agency, at or subsequent to the time the application for transfer is approved.

¹ A single family residential unit. Based on the occupancy of 3.2 persons per single family residence, producing 100 gallons of wastewater per person per day. One DUE is equal to 320 gallons of wastewater per day.

- A notice, in form suitable for recording, shall be provided to the District and recorded by the District at the applicant's expense. Said notice shall contain the name of the owner of record of all parcels involved in the transfer application, a legal description of the parcel from which DUE's are transferred (transferor parcel) and of the parcel to which DUE's are transferred (transferee parcel) as well as a certificate of consent of such transfer executed by the mortgagor, trustee and/or beneficiaries of all parcels involved in the transfer or in the alternative a statement by the record owner that there is no mortgage or, trustee or beneficiary affected by the transfer application.
- All cost and expenses related to the preparation and recording of such notice shall be paid by the applicant.
- Only one transfer of DUE's from or to a parcel of real property shall be permitted within a 12-month period immediately following the filing of an application for transfer by any owner of record. More than one Transfer Request within the 12-month period will require Board of Director approval. Such restriction upon transfer shall apply notwithstanding a change in ownership of the parcels involved in such transfer during the 12-month period immediately following the date of application for transfer of DUE's from or to a parcel which has been previously requested and approved.
- All District service charges, fees and assessments shall be paid current as of the date of filing an application for transfer.
- No application for transfer of DUE's shall be submitted to the Board of Directors of the District for review and approval until all items above have been completed.

2.02 Dedication of Sanitary Sewer Facilities

New Facilities: Whenever new sanitary sewer facilities are to be dedicated to the District for operation and maintenance, said facilities shall be constructed and tested in accordance with the District Code requirements that are in force on the date the improvement plans were approved by the District, provided such construction is completed within 1 year of the plan approval date.

Improvement plans not completed within 2 years of the approval date, as indicated by the General Manager's dated signature on the plans, shall be updated to current District Code requirements.

Acceptance of dedication of new sanitary sewer facilities occurs after all District Code requirements are met. Dedication acceptance is approved, by resolution, by the Board of Directors.

Existing Facilities: Existing sanitary sewer facilities to be dedicated to the District for operation and maintenance shall be repaired, upgraded and tested in accordance with the current District Code requirements.

Acceptance of dedication of existing sanitary sewer facilities occurs after all District Code requirements are met. Dedication acceptance is approved, by resolution, by the Board of Directors.

2.03 Disasters

Should a disaster occur, and the appropriate governing agencies deem a property uninhabitable, the District may elect to temporarily suspend user fees. The owner or their agent of a property involved may notify the District, in writing, and request a temporary suspension of fees.

The District disaster policy allows for a maximum 2-year time period during which user fees will not be charged. At the end of the 2-year time period, or at such time occupancy is granted on said property within the 2-year time period, user fees will resume.

The owner or their agent shall also be responsible for capping building lateral(s) on the property as soon as this procedure can be safely completed. A District Inspector will witness the capping. The District will require a pressure test of the building lateral(s) prior to re-connection and seal cap removal.

This policy shall be implemented on a "case by case" basis only, under the direction of the General Manager.

2.04 Authority to Receive District Services

The owner or their agent shall pay all the appropriate fees and/or deposits and have all necessary approvals regarding sanitary sewer facility improvements prior to receiving services from the District. For the purpose of this section, "services" include, but are not limited to, issuance of a sewer permit, plan check review, field visits and inspections.

2.05 Extension of and/or Alterations to Sanitary Sewer Facilities

An owner or their agent may request an extension of sanitary sewer facilities and/or alterations to existing sanitary sewer facilities in order to obtain sanitary sewer service from the District. The owner or their agent shall be required to design and install, in accordance with District Code requirements, and at the owner or their agent's expense, all such sanitary sewer facilities required by said extension and/or alteration.

The District at its option, however, may require the owner or their agent to install sanitary sewer facilities with more capacity, of greater length, or of a different route than would be required for the service requested, ('excess facilities'). In such events, the District may reimburse the owner or their agent for the costs of such excess facilities if such excess facilities are required solely to benefit, improve or upgrade service to existing or other District customers.

If, however, such excess facilities are deemed necessary by the District for the orderly development of an integrated sanitary sewer system in the area of the proposed pipeline extension and/or alteration, the District may require the owner or their agent to design, install, and pay the cost of such excess facilities. Under such case, the owner or their agent may be entitled to reimbursement pursuant to "Buy Back Agreements" as outlined on page 6.

Dedication: If the sanitary sewer facilities installed under the premises described above are offered for dedication to the District, all requirements as specified in Appendix A-6.7, Guarantee and Delivery of Title, page 90, shall be met before said dedication is accepted by the District Board of Directors.

Specifications and Fees: The size and location of the sanitary sewer facilities installed shall be specified by the District. Type and quality of material used in the installation of the sanitary sewer facilities shall meet the requirements specified in Appendix A-5, District Standard Specifications, page 75. The installation of sanitary sewer facilities does not alleviate the owner or their agent from any other fee requirements as specified within this document.

Buy Back Agreements: At the District's option, the District may enter into an agreement with the owner whereby adjacent properties connecting to the sanitary sewer facilities installed by the owner or their agent, will be required to reimburse the owner or their agent, through the District, for a prorated share of the cost for the sanitary sewer facility design and construction. Administration of reimbursement monies will continue until all such prorated shares have been paid, but no longer than a period of 10 years after completion of the sanitary sewer facilities.

2.06 Initiation of Sanitary Sewer Facility Construction

It shall be the responsibility of the owner or their agent to obtain approval of all the appropriate agencies before commencement of construction of sanitary sewer facilities proposed for connection to the District sanitary sewer system. Procurement of approvals and/or permits from such agencies shall be the full responsibility of the owner or their agent.

Residential: District and TTSA sewer permits will be paid for at the District Administration office. A Will Serve letter will be presented to the owner/agent in order to complete the building permit process at Placer County. A signed/issued building permit and plans must be presented to District personnel at the District Administration office prior to start of construction.

Commercial: Submitted improvement plans will not be considered approved by the District or sewer construction authorized until such time that the General Manager signifies approval by letter or by dated signature on the mylars in the approval block provided within the improvement plans.

There shall be no changes permitted to approved improvement plans unless such changes, corrections and/or additions are resubmitted to the General Manager for consideration and subsequent approval. All changes, corrections and/or additions shall be noted, dated and initialed on the improvement plans as such by the owner or their agent.